



# **Policies & Procedures**

## **2010/2011 School Year**

## **What does a Healthy Co-Op Look Like?**

### **Everyone is Included**

It's never assumed that someone won't be interested, always extend the invitation to all.

### **Honesty Prevails ...**

about feelings, concerns, motivations and they are discussed openly.

### **Participation is Universal**

People are encouraged to contribute in whatever way they can; there are guidelines but also some flexibility. Members are comfortable enough to participate beyond their responsibilities.

### **Understanding is Encouraged**

Everyone tries to focus on ISSUES not personalities; to look at the other side; to be prepared to consider others' priorities and feelings.

### **Appreciation is Obvious**

Group members, board members and staff recognize each other's contributions. There is tolerance for mistakes and for other methods.

### **Support is the Norm**

Once a decision is democratically made, regardless of initial disagreement, IT IS SUPPORTED. There is support for each other, the board and the teachers and his/her program goals.

### **Resolution is Key**

Conflicts are dealt with; there is a problem-solving process.

### **Communication is Effective**

Opportunities abound for communication; productive meetings, social occasions, newsletter, bulletin boards and two-way interactions. Strong friendships can form.

### **Enjoyment is Crucial**

There is time, motivation and opportunity for enjoyment and the establishment of good relationships.

HEALTHY CO-OPS ARE GREAT PLACES TO BE!

Carol Mitchell, PCPI

## **Conflict Resolution at Little Hands**

*“Conflict Resolution is the #1 skill our children are going to need to be successful in the 21<sup>st</sup> Century.”*

U.S. Nuclear Age Education Task Force

Conflict in any relationship is inevitable. Most view conflicts as negative; let’s look at the positives!

Conflict provides the opportunity to share ideas and learn about others. In order for the positive to happen, we need to be open to listening and accepting others’ points of view, while at the same time open to share our own. We may agree to disagree and co-exist in a respectful manner.

We all come from different backgrounds, with different values and parenting styles, unique strengths and weaknesses. We all have a chance in our Little Hands classes, as well as on the Board and various committees to learn so much about others and ourselves, and perhaps in the process, learn a new way!

The goal at Little Hands is to provide a safe environment where we can all learn and practice these skills, celebrate our individual differences and support one another. Through our modelling of positive conflict resolution, our children will learn the process as well, moving on to solve future generations’ conflicts in a peaceful manner.

Little Hands’ conflict resolution/grievance procedure follows. It emphasizes open communication and resolution of issues vs. bottling up frustrations or gossiping. Familiarize yourself with the process. It really does work! The ability to confront and successfully resolve differences is a learning skill and key to individual, as well as group success.

### **Little Hands Communication/Grievance Procedure**

If you are seriously bothered by something that involves a parent, teacher, or board member at Little Hands, please take the following steps:

1. Talk to the person involved and see if you can resolve it together.
2. If you can not do so successfully, write down your grievance and meet again with the person involved.
3. If the problem has not been resolved, you need to talk to your teacher, the Director or a board member to assist in reaching a solution.

## **Health Policy**

(When to Stay Home)

In order to protect all parents, children and staff at Little Hands:

- All attending parents must have a current (within one year) TB clearance on file before attending class. X-Rays within 4 years are acceptable, provided a current (within one year) note of explanation from physician accompanies it. Nursing and pregnant moms who do not have a clearance must also have a note of explanation from their doctor.
- All children must have up-to-date immunizations; this record, along with a Physician's Health Evaluation Report is required before attending class.

**Once attending classes, the following will help you to know when to stay home! Please err on the side of caution!!!!**

If you OR your child has experienced any of the following symptoms, please stay home:

### **Contagious Diseases**

- § Has fever or has had one during the last 24 hours
- § Has a cold that is less than 3 days old
- § Has a heavy nasal discharge that is green or yellow in color
- § Has a constant cough
- § Is fussy, cranky or generally not themselves
- § Seems tired or has jet lag. Rest during these times may prevent a serious illness

### **Communicable Diseases**

Please notify school at once if your child has a communicable disease. The following are very common among children:

- § Chicken Pox
- § Measles
- § Strep Throat
- § Hand Foot Mouth
- § German Measles
- § Scarlet Fever
- § Whooping Cough

### **Communicable Condition**

Please notify school immediately if your child has:

- § Pink Eye (conjunctivitis)
- § Lice
- § Ringworm

**CHILDREN (NOR PARENTS) SHOULD ATTEND SCHOOL WHILE THEY ARE CONTAGIOUS!**

You are welcome (and encouraged to make up any missed classes!)

## Emergency Procedures at Little Hands

### In the event of a fire

- § **Parents** gather all of the children in your area and quickly walk them to the front patio area. Once in the patio area make sure each child is with their parent.
- § The **Teacher** will gather the attendance sheet and first aid kit. Once in the patio area, she will count to be sure everyone is outside. Do not leave the area until the teacher dismisses the class. She will do this as soon as everyone is accounted for.
- § **Exit** will depend on location of fire. If across from or in alley, we will exit thru the church hall onto Fifth Street. If fire is in church, we will exit thru the back alleyway onto O'Neill.
- § If Fire Department has not been called, the teacher will appoint someone to call them.

**NO PARKING IN ALLEY  
EMERGENCY VEHICLES NEED TO GET THROUGH  
AT ANY TIME**

### In the event of an earthquake

Parents in the:

- § **Classroom:** Help the children in your area to crawl under the tables away from the windows. Get them to cover their head and face with their arms.
- § **Patio Area:** Quickly gather the children and move them up against the large shed. Duck and cover.
- § **Small Climber/Playhouse Area:** Quickly move the children out from under the electric wires to the front patio by the large shed. Duck and cover.
- § **Sandbox/Large Climber area:** Keep the children in this area and gather them under the large climber to avoid falling trees or wires.

The Teacher will gather the attendance sheet, the first aid kit and radio. Teacher and parents will remain with the kids until it is safe to move. Remember there will be aftershocks.

## **Diaper Policy**

This policy is to meet the health standards required by the State of California for day care centers/preschools. It is hoped that by following these guidelines we will prevent colds, flu and other infectious illnesses from spreading.

### **Diaper Changing Tables**

- § Diaper changing tables are located in both the men's and women's bathrooms
- § After a diaper change, pack up your child's soiled diaper (plastic bags provided) and take it home with you
- § Give the changing surface a spray with the solution provided and wipe with a paper towel
- § Most importantly, wash your own hands
- § You are welcome to use your own portable pad on top of the changing table, but please do spray and wipe the changing table when you are finished

### **Children's Toilet**

- § Located in the women's bathroom
- § After watching your child miraculously use the child's toilet, remind him/her to wash hands.
- § Parents, remember to wash your hands, too!

Door to bathrooms is kept dead-bolted. After entering, please re-lock so that another child doesn't follow you in unsupervised. And when leaving, please remember to turn the dead bolt key outside as well.

Thank you for your support,  
Little Hands Board of Directors